



BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Election Official
(**Unclassified**)

Department: Registration

Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Salary: \$31,889.00

Hourly Rate: \$17.52

Pay Range: 3

Reports To: Supervisor, Registration Department

Hours: 8:30 a.m. - 4:30 p.m.

Monday - Friday

REQUIREMENTS: High School Diploma or equivalent required and a minimum of six months of related experience serving in an administrative support function; or an equivalent combination of education, training and experience. At least one year of Data Entry experience preferred; must demonstrate command of Microsoft Windows and Microsoft Office; must demonstrate exceptional proof reading skills and working knowledge of the Election process and cycle.

RESPONSIBILITIES: Performs Data Entry tasks relative to Agency and Departmental operations including new Registrations, Name and Address changes and Cancellations, Deaths and Felons as part of maintaining the Voter Registration System; Proofs various Election related documents for content and accuracy such as Poll Books, Petitions, Voter Notification Cards, Voter Information Cards, and various reports; Reviews, researches, verifies, organizes and completes all necessary tasks associated with the Provisional Ballot validation process; Performs tasks relative to the processing of State and Local Petition Signature verification checks and validation; Performs tasks relative to the processing of Voter History; Researches potential duplicate Voter Registrations and resolves issues with other Election jurisdictions; Performs clerical tasks, scanning of documents and generation of reports relative to all responsibilities of the department; Provides excellent Customer Service to the public in person and on the telephone; Assists in processes related to the Voter Location Notification Cards, Confirmation Cards and all other Voter information correspondences; Processes mail which includes organizing, opening, scanning, proofing and recording transactions; Reviews, researches and resolves issues regarding the Pink Memo reconciliation process; Conducts business in accordance with Federal Election Guidelines, the Ohio Revised Code, NVRA, HAVA, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections; Assists with processing information requests; Assists other departments in their work processes as needed including the Early Voting process; Assures political balance in all departmental functions and responsibilities; Assists in safeguarding sensitive documents and supplies; Attends continuing education sessions as required; Performs all other duties assigned, delegated or required of the Registration Election Official as well as those prescribed by law.

APPLICATION PROCEDURE: Applications and resumes can be submitted through our on-line process only. Visit our website: www.443vote.com, then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm - April 22, 2016

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department at (216) 443-3200. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

**Equal Opportunity Employer - Smoke-free and Drug-free Workplace.
Visit our website: www.boe.cuyahogacounty.us**



BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Election Official

(**Unclassified**)

Department: Election Support

Location: Cuyahoga County Board of Elections
Halle Warehouse - 1890 E. 40th Street
Cleveland, Ohio 44115

Salary: \$31,889.00

Hourly Rate: \$17.52

Pay Range: 3

Reports To: Supervisor, Election Support

Hours: 8:30 a.m. - 4:30 p.m.

Monday - Friday

REQUIREMENTS: High School Diploma or equivalent required and a minimum of six months of related experience serving in an administrative support function; or an equivalent combination of education, training and experience. At least one year of Data Entry experience preferred; must demonstrate command of Microsoft Windows and Microsoft Office; access to reliable transportation is necessary to carry out the some of the duties of this position; otherwise, the work is performed in a warehouse environment.

RESPONSIBILITIES: Performs duties pertaining to the identification of potential Polling Locations, including visual inspection of the facility, with consideration given to convenience for the voters, accessibility, and parking. Performs site assessments to ensure ADA compliance and makes recommendations as to the building's potential use as a Polling Location. Completes Secretary of State Checklists, maintains documentation including photographs and drawings. Builds and maintains relationships with building owners and officials in assigned zones to troubleshoot issues as a representative of the Board of Elections. Maintains accurate voting location reports; maintains accurate map of each city within the designated area; assists with collecting forms and supplying voter registration cards at NVRA and community partner locations; assures that communication equipment is functional on Election Day; assists with equipment preparation, security tagging, identifying units, equipment transportation, security, logic and accuracy testing, election data and report creation. Assures that all voting equipment, transfer equipment and all election related materials are functionally maintained and properly and securely stored; identifies and resolves equipment malfunctions; assures that all voting locations are stocked with necessary equipment and supplies; conducts inventory and re-stocks supplies on shelves or bins for storage. Oversees Election Day zone (geographic region) including: delegating responsibilities to rovers as directed; maintaining accurate data and records relating to information gained from rovers' visits to Polling Locations; ensuring that all paperwork is completed in an accurate manner; performing and assigning tasks as deemed necessary by Election Response Team. Performs clerical duties; provides excellent customer service to the public; attends continuing education.

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